

## **Minutes of Amherst Fourth of July Committee Meeting**

**Sunday, June 26, 2022 at 3:00 pm**

**Amherst Village Green**

**Attendees:** Kim Ayers\*, Peter Giannakopoulos\*, Christine Grayson\*, Deb Polatchek\*, Katherine Lockwood\*, George Coddington, Peter Moran, Nancy Head, Louise Cook, Kate Feely and Cerise Boston

\* Steering Committee Members

**Call to order:** Deb called meeting to order at 3:09 and Peter seconded.

**Reviewed Minutes from Date:** Christine motioned to approve minutes from June 9 and Kim seconded.

### **General discussion**

- Photographer: Deb and Peter shared that a local professional photographer has agreed to take pictures of the parade and the events on the green. Committee will list photographer as sponsor of event. Committee discussed taking picture of floats, cars, marchers, events on Green and winners of Antique Car contest.
- Deb shared that she spoke with local supermarket who will potentially donate drinks for third and fourth. Deb will confirm with store manager early this week.
- New sponsor: Louise shared that local sponsor would pay for candy prizes and children's games to be held on the third and fourth. Sponsor will donate money to buy materials for games and Louise has list of supplies. Committee will be able to keep the game supplies to use in future years. Excess funds beyond those needed for supplies will remain with committee to use for other expenses.
- Katherine has reviewed script and is comfortable.

Update logistics (DPW, fire, police):

- Katherine met with the oldest Amherst resident, who will not be able to come to the parade, but would like to be honored by committee. Katherine gathered information about the Boston Post Cane and the life of the oldest resident which she will share when announcing the honorary award. This will be announced at the end of the parade. Deb suggested adding information about the Wigwam Museum when discussing the Boston Post Cane as that is where it is housed. Deb asked about interviewing the oldest resident to record their memories of the parade. Deb suggested interviewing different individuals to gather their memories of the parade to build a historic database for the town.
- Katherine shared that the paramedic vehicle will lead the bicycle parade.
- DPW is set to bring chairs, set up the reviewing stand, set up parking signs and leave barricades for us to set up upon arrival.
- High school is set for custodian to set up stages. Electricity will be there for the band. Katherine shared that beginning next year, the high school will not have transportable stage. Committee is going to reach out to see if school will donate stages to the committee. Discussed storage issues if the committee takes ownership of the stages.
- Katherine shared that the price of Italian ice price has gone up to \$26 per tub. Katherine will pick up the ices on Friday morning. Katherine thinks that we will sell more ices on the third than on the fourth because the temperature on the morning of the fourth will be temperate. Katherine will purchase 20 tubs based upon this information. Christine shared that there may be a strong turn out at the events on the third and fourth as people are excited to engage in such festivities again. Deb shared that she wants to have an ice cream party for student volunteers after the event on the green where they can eat the ice cream that is leftover.
- Katherine needs someone to pick up the freezer to deliver to the event. Committee discussed logistics and determined that most materials will stay in the U-Haul truck after the event on the third and be delivered directly to the green on the morning of the fourth. Committee will use whatever items they need and leave the remainder in the truck.
- Katherine found an individual to remove trash to behind the Brick School. Committee determined that this is a paid position and approved cost. Katherine will write a check to the individual and then get reimbursed. Katherine will reach out to DPW to arrange for 4-6 extra trash cans. Deb will purchase large contractor trash bags.
- Deb shared that a volunteer will bring recycling bins to the green and then take them home to sort and recycle the materials.
- Deb asked about police presence on the fourth. Katherine shared that the police typically direct traffic and will linger on the green during the event. Police Chief will continue to monitor events that may warrant additional presence at the event this year.

- Kim asked about the number of napkin packages needed for the event. Committee decided 8 packages will be needed between both days. Deb will purchase napkins.
- Christine confirmed that has the flag from last year to hang on the Green. Nancy showed the committee where a wire was put up specifically to hang the flag near the reviewing stand. George and Peter will help hang flag on the afternoon of the third.
- Committee discussed a potential thank you for young volunteers. We will take photo of volunteers to post on Instagram and Facebook, and give volunteers a sticker, a food voucher, and have ice cream party after.
- Kate asked about name tags for volunteers. Louise will print out a card that says "volunteer" and each volunteer will write their name on it. Peter purchased lanyards for volunteers to place their name tag into.
- Deb shared that the committee sold 50 stickers at the propane fundraiser, and she dropped 40 stickers off at LaBelle to sell as well. Committee discussed places to sell stickers on the third and fourth. Committee determined to sell stickers from the information booth, the food stand and at the water sales table.
- Deb asked committee how and where to hang sponsorship banners on the green. Peter M suggested that committee can use zip ties or twine to hang one banner in the back of the food sales tent for Moulton's. Committee discussed where to hang the main sponsorship banner. Peter M suggested that committee hang the banner on the fence at the end of the green as that is where most people enter the space. The committee can move the banner to the other side of the green after the parade.
- Peter shared profit earned from the propane fundraiser. The same company is happy to have the fundraiser for the committee next year. Discussed advertising next year and decided to advertise on Milford Facebook and ask each organization who participates on the green to inform their membership as well. Louise shared that she received feedback that people wanted to have the fundraiser at the fire department, but committee shared that for safety reasons, that is not allowed.
- Katherine confirmed that she has one student from Souhegan High School to read the Declaration of Independence. Cerise confirmed that a second Souhegan student would like to read the declaration as well.
- Deb will finalize the list of volunteers to give to town hall for insurance purposes. Deb confirmed with Nancy that we do not need to give the town the phone numbers for each volunteer.
- Deb created emergency procedure cards to place at specific spots at the event. Peter M shared that he is emergency response certified and can help as needed. Deb will purchase two first aid kits, one for the green and one for the parade. Deb will bring the kits to the high school on the third as well.

- Peter asked how many cash boxes we need. Kim shared that she needs 6 for the third: (pizza, ice cream, slush, balloon, info booth), Deb needs 4-5 (info, ice cream, slush, pizza-burger, water table). We will use the same cash boxes on the third and fourth. We will take the cash out on the boxes on the third to count funds after the event. Peter confirmed that we will always have at least 2 people for counting money. Committee will do the same for money counting on the fourth.
- Peter discussed the flyers from previous years that we have no duplicates of. Nancy will lend Peter the flyers to make copies and then return to Nancy. Deb asked Nancy about being interviewed about the history of the parade and her memories of it.

### **Parade open items**

- Peter confirmed that bands are set. He and Christine will send final reminder emails to the bands along with the parade map.
- Peter sent forms to Nancy for politicians as Nancy is coordinating the candidates. Katherine will announce candidates during the parade. Katherine needs to know about participants ahead of time so that she can do research in order to speak about them. Nancy will reach out to candidate to provide the rules and she will also ask them specific questions designated by Katherine to guide her speech. Nancy will send all information to Christine to add to the parade script. In addition to announcing the candidates, Katherine also announces the dignitaries during the parade.
- Christine reached out to the superintendent who said he would share it with the SAU regarding potentially marching in the parade.
- George confirmed that the antique cars are set. George requested confirmation that barricades will be set up and Katherine confirmed. George will put out no parking signs prior to the event. George has at least 15 individuals who are participating with their cars. Based upon the number of inquiries, George believes that there may be as many as 40 antique cars on the fourth. Katherine confirmed that DPW will rope off the area for cars to park near the Green after the parade. Katherine will set out additional parking signs along with the barricades and ropes set out by DPW. George said that some cars stay after the parade. George and Peter will take pictures of the cars and then vote on the winners after the parade. As a professional photographer will be on site, she will take pictures of the winners as well if possible.
- Peter shared that we have rides for all of the Citizens of the Year except for 2. George shared that sometimes one of the antique cars might be able to be used for this purpose, but he will not know until that day. George will coordinate with Victoria if he finds someone to give a COTY a ride on the day of the event.
- The bicycle parade is set and the Lions Club is running the event. A paramedic truck will run lights and a siren at the head of the parade to lead the children.

- Peter will run the ceremony on the green after the parade. Peter will recognize the volunteers during his speech.
- Christine gave George a list of all floats. George confirmed the tasks involved in judging the floats. Nancy suggested having town dignitaries to help judge the floats. Deb suggested having a selectman. If a float is not for a specific candidate, they are eligible for being judged. The winning float is given milk can and the name of winning float is written on it.

### **July Third Open Items:**

- Kim will send insurance for the balloon pilot to the town for their record.
- Kim confirmed that the Lions Club will be selling food on the third.
- We have ice cream freezers to use on the day of both events. The ice cream will be stored in the high school freezer and taken out as needed. The custodian will bring ice cream out to the ice cream stand in golf cart.
- Committee will meet at 4:30 at the high school to set up. Kim will give adult volunteers assignments on the day of the event. Balloon volunteers should be at the high school at 5:30.
- Kim confirmed that the 2 porta potties are set. Company will bill the committee after the event. Facilities come with sanitizer and toilet paper.
- Entertainment is set. Committee will need to provide 30 chairs for the Amherst Town Band. The band "13 Steps" will be set up by small brick wall in front of the high school. Next to that space there will be a small stage for the magician. To the right of that will be the Amherst Town Band. Each group will perform separately, they will not overlap, and the fireworks will take place afterwards.
- Nancy gave Kim a large map of high school to show the committee where everything will be set up for event. Committee discussed potential location for children's games.

### **Green open items**

- Deb confirmed that currently there are approximately 25 organizations who will hold a booth on the Green. Confirmed that one organization will set up a batting cage on the Green on the third for use on the fourth. Deb and Katherine will meet to set up booth numbers on the third and will then go to help at the high school. Deb shared that currently have 4 artisans who will attend along with a blacksmith.

- Kate shared that 11 artists have signed up to be on the Green. Discussed artist set up and parking. Confirmed that artists can unload by the Green and will then move their cars.
- Deb confirmed that the Sal's pizza order and Moulton's food orders are set. Approximately 10 volunteers from Moulton's will be at the event to help with the food.
- Discussed whether to purchase propane along with grills. Committee decided to bring their personal tanks to use to keep cost down.
- Committee discussed parking areas around the village and determined the number of spaces needed for committee members.
- Deb reiterated that an individual has volunteered to help with recycling and the committee has hired an individual to help with garbage.
- Committee discussed whether to offer use of the bathroom in the Congregational Church. There was a concern as the committee was not able to arrange for a cleaning person, but the Church offered to have the person that they use clean the facility after the event. Deb will email the Church representative to let them know that we would like to use the bathroom on the fourth.
- Deb shared that NH Chronicle will be in attendance on the fourth as they are doing a piece about the clown school. Clown shared that NH Chronicle will take footage of her marching in the parade and interacting with the crowd on the Green.

#### **Adjournment:**

- Christine moved to adjourn at 6:30 and Deb seconded.
- Set a potential date for the next meeting as July 28. Location TBD